# Application Timeline

Assumes that the employee has started leave on the same date they have completed the application.



## Step 1:

Application completed by employee

15 minutes and up to 1 hour



Timeline for completing an application is dependent on having your required information and documentation ready.

"Completed" means employee has submitted the application including the appropriate ID proofing document and evidence as required based on their leave type.



#### Step 2:

Employer Response for information regarding employee application

1-10 business days



Ensuring your employer is aware of your application and their role will expedite process.



# Step 3:

Review of documentation following receipt of Employer Response

7-14 calendar days



Make sure you have reviewed and submitted all of the required documentation for your leave.

DFML may reach out to you for additional information or clarification of evidence submitted.



## Step 4:

Employee account
established in
Massachusetts
Management Accounting
and Reporting System
(MMARS) to enable
payment of benefits

*3-5 business days* 



DFML needs to check to see if you have a previous payment record with the Commonwealth. If not, an account is established by the state so that a payment can be processed. In most cases, you will receive a paper check for the first payment.



# Step 5:

Payment received

5 business days



Delivery of physical checks is subject to delays outside of the department's control. Direct Deposit is the best method to ensure a timely payment process.

\*Timeline will vary in circumstances where application for benefits is filed prior to commencing leave.